

DOE Quality Council
Conference Call Minutes
July 16, 2009

1. Roll Call:

Name	ORG	On Call
MEMBERS		
Colette Broussard	HS-20	√
Gary Staffo	EE	√
Kriss Grisham	EM	√
Rick DuBose	FE	√
Timothy Fox	HS-1.2	√
Duli Agarwal	HS-20	
Vijendra Kothari	LM	√
Joy Mroz	LM	
Laurie Morman	MA	
Sam Johnson	NA	
Tom Williams	NA	√
Thanh Tan Van Ober	NA	√
Carl Sykes	NE	√
Michael Ulshafer	RW	
Matt Cole	SC	√
Caroline Polanish	BSO	√
Ava Holland	CBFO	
Robert L Blyth	ID	√
Anita B. Leivo	LASO	
Pat Carier	ORP	√
Al Hawkins	RL	√
William Rowland	SRO	
John Adachi	SC-CH	√
Mary Haughey	HS-23	√

2. Safety or Quality Share:

Anita Leivo was scheduled to discuss the Counterfeit/Suspect Bar Stock. Unfortunately, she was not able to be on the call, but had provided the information below.

The salient point, as noted on the ORPS report, was that while the internal LANL process did not require that the material be ordered from an approved supplier, (generally considered to be a good business practice) it did require an accompanying Certified Material Test Report (CMTR). Unfortunately the validity of the CMTR could not be substantiated. There is a tendency across

the complex to reduce costs by depending upon CMTRs versus vendor supplier audits. This is another example of where it was not be the most judicious decision.

This information will be discussed during a future call.

3. Approval of June 18, 2009 Minutes:

Minimal comments/corrections were received on the June 18, 2009 minutes and have been incorporated. These minutes were approved.

4. Participation at Integrated Safety Management (ISM) Champions Meeting:

The ISM Champions meeting will be in Knoxville, TN on August 24-27, 2009. Information pertaining to the ISM Champions workshop can be found at:

<http://ism.y12.doe.gov/>

Seventeen abstracts were received for the QA Track. The QA Track Team (Colette Broussard, Gary Staffo, Alice Williams, Mike Thompson, and Norm Barker) met to review and rank the abstracts for inclusion in the session. It was decided that two panels (DOE HQ Initiatives and ISM/QA Integration) and five individual presentations would be included. Two alternate presentations were also identified. The remaining three presentations will be posted on the “white” board. Colette Broussard will coordinate the layout of the panels directly with the presenters.

On the first day of the conference from 1:00 pm to 5:00 pm there will be a “mini” Quality Council meeting that will be open to all Council members in attendance, interested parties and any conference attendee. The information that will be discussed at this “mini” meeting is the agenda for the November annual face-to-face meeting; developing a list of topics/issues that the Council may assist with in resolving; updates to the charter including minute approval and quorum procedures; and participating in the spring 2010 EFCOG meeting. In addition, Eric Rozek will give his presentation on Commercial Grade Dedication.

5. Annual Quality Council Face-to-Face Meeting

The members were polled and it was decided that the date will be November 3-5, 2009 in Germantown, MD. (Accommodation information is in a separate attachment.)

6. Task Planning Documents (TPD) Status:

- A. Survey on Quality Assurance Implementation TPD – Mary Haughey reported that the Survey is currently with HSS management for approval and concurrence. The PSOs will not be asked for concurrence. The IDQTF survey has been separated from the QA Survey. The due date for submittal will be changed depending on the length of time it takes to get concurrence. The TPD deliverable dates will be modified once the Survey is approved for distribution.
- B. DOE QA Order Requirement Training TPD – Colette Broussard will be working with the team to develop a draft version of the HQ QA training. This training will discuss:

- What is QA
- Why is it important to DOE
- How DOE promulgates the requirements
- Components of DOE Order 414.1C (Federal requirements and CRD)
- Major changes in DOE O 414.1D

The second phase of the TPD will include developing QA training for the Field and contractors.

- C. Quality Assurance Incorporation with Integrated Safety Management TPD – Sonya Barnette will be presenting this TPD at the ISM Champions meeting in August. No additional information was reported at this time regarding when the TPD will be shared with the Council for approval. The approval needs to occur prior to the ISM Champions meeting.

ACTION ITEM: Matt Cole will forward the QA/ISM TPD to Colette Broussard.

- D. Application of NQA-1 Part II TPD – Sam Johnson was not on the call, but Thanhtan Van Ober reported that the TPD team co-led, Anita Leivo, was at a meeting this week to complete the draft deliverable for NNSA. The TPD has not been sent to Colette Broussard. Thanhtan will remind Sam Johnson that the TPD needs to be submitted and distributed to the Council for approval.

ACTION ITEM: Sam Johnson will forward the Application of NQA-1 Part II TPD to Colette Broussard.

7. DOE O 414.X Status:

Colette Broussard reported that the peer review comments have been combined in a matrix and resolutions have been developed for almost all the comments. Once this process is complete, Colette Broussard will share with the QA Team for review and approval. Once the QA Team approves the resolutions, it will be shared with the commenters and Council members. The Order is being revised based on the comments and includes integration language. All changes will be captured in the HSS Safety Directives Requirements Database. The QA Team received comments about the integration language. Some commenters agreed with the language and some did not like it. If any Council member has feedback on whether to keep or delete the integration language, send it to Colette.

The Red Team review will include a group of subject matter experts that will also look at the ISM and oversight documents for synergy. After the Red Team review, the Leadership Management Team will be the next review. Once all comments have been resolved from these reviews, the document is ready for the RevCom review. The Red Team review is expected to take two weeks. The comments will be addressed and then the Directives Review Board will review and comment. Once the Directives Review Board comments are addressed, the Order will be submitted to RevCom. The expectation is that this will occur at the end of September. If the schedule does not slip, the Order may be release by the end of December.

It was decided that the Bonneville Power Administration will be exempt from both the QA Order and the ISM Order.

The draft ISM Order has been shared with the QA Team and it is currently being reviewed. Colette Broussard will share the draft ISM Order with Council members for review and comment. All comments are due by **July 24, 2009**.

ACTION ITEM: Colette Broussard will share the draft ISM Order with Council members. Comments are due to Colette by **July 24, 2009**.

On July 21, 2009, there will be a conference call to discuss whether DOE O 226 should include a CRD or not.

8. Member Input or Agenda Items:

Tom Williams suggested that the judgment of needs from the on-going Type A accident investigation that is currently underway at Lawrence Livermore is a good topic for a future meeting. The accident involved five vehicles with one fatality. The issue appears to be regarding the use of seatbelts.

Bob Blyth suggested that he could present some Best Practices for QA at a future meeting.

9. Next Conference Call:

Due to the ISM Champions meeting in August, it was decided that the next Quality Council conference call will be September 17, 2009 from 11:00 am – 12:00 pm. A conference call number and agenda will be provided.